

ID FÃ©GRA 206376

## RÃ©naÃ©

## St Patricks Loreto PS

Vevay Road Bray A98 F652  
<https://www.stpatsbray.ie>

## PRÃ©OMHSHONRAÃ©

StÃ©idas: DÃ©ghnÃ©omhaithe  
LeibhÃ©al: Bunscoil  
DÃ©ita PostÃ©ilte: Sath Samh 25 2023 16:37:27  
SpriocdhÃ©ita le haghaidh larratas: Luan Noll 11 2023  
DÃ©ita Tosaithe: Luan Ean 8 2024  
StÃ©idas an Phoist: Buan  
LÃ©on na bhFolÃ©ntas: 1

## SONRAÃ© SCOILE

CineÃ©il Scoile: PrÃ©omhshruth  
StruchtÃ©r na Scoile: Ingearach  
Inscne: CailÃ©nÃ© le BuachaillÃ© sna NaÃ©onÃ©jin  
PÃ©itrÃ©nacht na Scoile: Caitliceach  
LÃ©on lomiÃ©in na mBall: 43  
Foirne MÃ©inteoireachta:  
Rolla Reatha: 715  
Scoil Droichead: TÃ©

## SONRAÃ© AN PHOIST

## Eolas Breise:

St. PatrickÃ©s Loreto PS, Bray invites applications for the position of School Secretary. This full-time permanent position will be subject to sanction by the Department of Education, with secretaries recruited in line with the terms set out in Circular 36/2022.

The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a school secretary. The position is subject to compulsory Garda Vetting and a 6-month probationary period. Hours will be 8.30am-3.50pm. Holidays as per Circular 36/2022.

Key duties of the position include the following:

- Point of contact for all visitors and enquiries
- Monthly book-keeping duties, including use of SAGE 50 and/or willingness to upskill as needed.
- Managing school communications: phone, email, databases (e.g. Databiz, POD, OLCS)
- Management of payments/financial accounts/invoices
- General school administration: filing, photocopying, providing clerical and administrative support to Principal, Deputy Principal and staff as required
- Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers etc.
- Co-ordinate the school admissions process

The ideal candidate will demonstrate the following competencies:

- Professionalism, discretion and the ability to maintain strict confidentiality.
- Strong interpersonal and oral/written communication abilities.
- Excellent IT skills, including proficiency in Microsoft Office 365 and willingness to upskill as needed.

• Knowledge in relation to GDPR and data protection.  
• Strong organizational skills and ability in regard to attention to detail.  
• Ability to use own initiative, to work independently and as part of a team.  
• Excellent planning and organisational skills.  
• Ability to work closely with Principal, Board of Management, Parents Association and staff.  
• Flexibility in the varied demands of the job and the ability to show initiative when required.  
• Experience of working in a busy office environment.  
• Relates well to children.  
• Positive outlook and willingness to contribute to overall school development.  
• Commitment to uphold the ethos of the school.  
The above job description is not exhaustive.

## RIACHTANAIS IARRATAIS

- Litir Iarratais
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Digiteach)

Is féidir iarratais a chur isteach tríd

- Róimhphost

## CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

<b>Uimhir Rolla:</b>	175370
<b>Cuir Iarratas Chuig:</b>	principal@stpatsbray.com
<b>Contae:</b>	Cill Mhantáin
<b>Ceisteanna Chuig:</b>	<a href="mailto:office@stpatsbray.com">office@stpatsbray.com</a>
<b>Suíomh Grádasáin:</b>	<a href="https://www.stpatsbray.ie">https://www.stpatsbray.ie</a>
<b>Tuilleadh Eolais:</b>	<a href="https://www.stpatsbray.ie">https://www.stpatsbray.ie</a>

Is ag IPPN atá an cás ipheart i dtaca leis an fhaisnéis san fhágra seo agus d'anann IPPN a cheadú le haghaidh áisíde ag cuardaitheoir post amháin. Níl féidir an fhaisnéis atá ann a áoslú, a chéip, a áirí, a áirí chun críocha ar bith eile, lena n-áirítear a macasamhlú ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scríbhinn a fháil roimh ré á IPPN.